

## JD 032 \_ JOB DESCRIPTION FOR ASSISTANT MANAGER INTERNAL AUDIT

### HEAD OFFICE NAIROBI

<b>Job Title</b>	<b>Assistant Manager Internal Audit</b>
<b>Grade</b>	KS 5
<b>Corporation/Organization</b>	Kenya Bureau of Standards
<b>Directorate</b>	Internal Audit
<b>Department</b>	Internal Audit
<b>Division(s)</b>	Internal Audit
<b>Section / Unit</b>	Internal Audit
<b>Location / Work Station</b>	KEBS Headquarters - Nairobi

<b>Reports to</b>	Manager – Internal Audit
<b>Direct Reports</b>	Internal Auditor
<b>Indirect Reports</b>	N/A

<b>Job Purpose</b>
Coordinates auditing of implementation of KEBS policies, strategies, Legal requirements, government policies and risk management framework to enhance effectiveness of governance, internal controls and compliance to support KEBS mandate on Standardization, Metrology and Conformity Assessment (SMCA) to ensure prudent and efficient utilisation of the KEBS annual budget of approximately KES 6 Billion. This is to promote local, regional and international trade and ease of doing business while safeguarding consumer health and safety, protection of environment in line with Articles 42, 43(a, b, c & d), 46 (a, b & c) of the Constitution of Kenya and the Standards Act (Cap 496 Laws of Kenya); and entrenchment of a culture of quality for the realization of Kenya's vision 2030, African Union Agenda 2063 and United Nations Sustainable Development Goals.

<b>Key Responsibilities/ Duties / Tasks</b>
<b>I. Managerial / Supervisory Responsibilities</b>

- a) Supervises implementation of audit strategies and procedures, in accordance with standards defined by Public Sector Accounting Board to ensure compliance with constitutional values, applicable laws and policies and promote prudent management of revenue, expenditure, assets and liabilities of organization;
- b) Supervises implementation of the establishment of a risk-based framework in order to align the priorities and agenda of the Internal Audit functions with the strategic goals of the organization;
- c) Coordinates the implementation of Internal Audit Charter to align with the internal Audit professional standards, codes of practice & policies, legislative frameworks and government regulations;
- d) Supervises internal auditing activities and is accountable for coordinating external review of internal audit process to maintain objectivity and effectiveness of the audit process;
- e) Coordinates the implementation of business continuity strategies within the section to ensure resilient and Sustainability of Internal Audit processes;
- f) Coordinates the development of staff competencies in the section through provision of formal training programmes, mentorship, coaching and on-the-job training to deliver on the departmental objective;
- g) Oversees implementation, monitoring and improvement of the Management Systems adopted by KEBS in the division for the purpose of ensuring efficiency, effectiveness and sustained customer satisfaction;
- h) Leads in the identification and provision of sectional resources both human and physical needs for effective implementation and achievement of strategic objectives;
- i) Provides leadership in development of performance management framework and productivity improvement in the section;
- j) Leads in the development, implementation and monitoring of corporate whistle blowing policy; and
- k) Provide leadership in the implementation of NSC resolutions in relation to Internal Audit section.

## **II. Operational Responsibilities / Tasks**

- a. Coordinates implementation of the budgets, Medium Term Expenditure Framework and procurement plans for the division;
- b. Coordinates the implementation of annual Audit Plan to ensure that all functional areas are covered during audits by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes;
- c. Monitors the implementation of legal requirements, Government directives, Mwongozo, audit policies, strategies and plans in order to enhance corporate governance;
- d. Supervises implementation of business continuity strategies to ensure sustainability of KEBS operations;
- e. Coordinates communication within the section for effective service delivery and customer satisfaction;
- f. Supervises financial audits to ensure compliance with all applicable laws, regulations and requirements defined by Public Sector Accounting board;
- g. Coordinates monitoring of new projects, processes and systems to ensure compliance with the corporation's policies and procedures and applicable laws;

<ul style="list-style-type: none"> <li>h. Coordinates monitoring of corporate and sectional risks and submits reports for consideration to the Manager - Internal Audit;</li> <li>i. Provides leadership in appropriate and effective communication within the section for effective service delivery and customer satisfaction;</li> <li>j. Identifies and recommends the requisitions of section resources both human and physical needs for effective implementation and achievement of strategic objectives;</li> <li>k. Coordinates the development of staff competencies in the section through formal training programs, mentorship, coaching and on-the-job learning to be able to deliver on the section's objectives;</li> <li>l. Sets performance targets in internal audit section for the realization of KEBS strategic objectives;</li> <li>m. Coordinates the updating internal audit databases;</li> <li>n. Approves sectional expenditure and;</li> <li>o. Assigns duties and approves leave for the direct reports.</li> </ul>
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<b>Job Dimensions:</b>
<b>I. Financial Responsibility</b>
<ul style="list-style-type: none"> <li>a) Recommends the sectional expenditure</li> <li>b) Coordinates implementation of cost minimization strategies and resource optimization strategies within the section</li> </ul>
<b>II. Responsibility for Physical Assets</b>
Responsible for physical assets in the section
<b>III. Decision Making / Job Influence</b>
<p>Makes</p> <ul style="list-style-type: none"> <li>I. Operational decisions</li> <li>II. Financial decisions</li> </ul>
<b>IV. Working Conditions</b>
The job is predominantly office based with expected travels within the country.

<b>Job Competencies (Knowledge, Experience and Attributes / Skills).</b>
<b>Academic qualifications</b>
Bachelor degree in Finance, Accounting or a Business related Degree.
<b>Professional Qualifications / Membership to professional bodies</b>
<ul style="list-style-type: none"> <li>a. Certified Public Accountant of Kenya (CPA K); and</li> <li>b. Certified Internal Auditor.</li> </ul>
<b>Previous relevant work experience required.</b>

A minimum of seven (7) years' relevant work experience out of which a minimum of 3 years must have been at supervisory level.

**Functional Skills, Behavioral Competencies/Attributes:**

**Functional**

- a) Management and governance skills
- b) Project management skills
- c) Financial management skills
- d) Leadership skills
- e) Presentation skills
- f) Report writing
- g) Analytical skills
- h) Auditing Skills
- i) Negotiation skills

**Behavioural**

- a) Counselling skills.
- b) Problem solving skills
- c) Time management skills
- d) Communication skills
- e) Interpersonal skills